

## Information available from Bournheath Parish Council under the model publication scheme

Website: [www.bournheath-pc.gov.uk](http://www.bournheath-pc.gov.uk) / email: [clerk@bournheath-pc.gov.uk](mailto:clerk@bournheath-pc.gov.uk) / tel: 07594 024625

Information to be published All charges for paper copy are 10p per A4 side, please see end of document for further charges	How the information can be obtained		
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Paper copy	Website	Email / phone
Who's who on the Council and its Committees	✓	✓	✓
Contact details for Parish Clerk and Council members	✓	✓	✓
Location of main Council office and accessibility details	✓	✓	✓
Staffing structure	✓		✓
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum			
Annual return form and report by auditor	✓	✓	✓
Finalised budget	✓	✓	✓
Precept	✓	✓	✓
Financial Standing Orders and Regulations	✓	✓	✓
Grants given and received	✓	✓	✓
List of current contracts awarded and value of contract	✓		✓
Members' allowances and expenses	✓		✓

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<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p style="text-align: center;">Paper copy</p>	<p style="text-align: center;">Website</p>	<p style="text-align: center;">Email / phone</p>
Annual Plan	✓	✓	✓
Annual Report to Parish Meeting (current and previous year as a minimum)	✓	✓	✓
Local Council Award Scheme	✓	✓	✓
<p><b>Class 4 – How we make decisions</b> (Decision making processes &amp; records of decisions) Current and previous council year as a minimum</p>			
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	✓	✓	✓
Agendas of Parish Council meetings	✓	✓	✓
Minutes of Parish Council meetings NB this will exclude information that is properly regarded as private to the meeting.	✓	✓	✓
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	✓	✓	✓
Responses to consultation papers	✓	✓	✓
Responses to planning applications	✓	✓	✓
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>			
Policies and procedures for the conduct of council business (listed on next page)	✓	✓	✓
Standing Orders	✓	✓	✓
Delegated authority in respect of officers (Scheme of Delegation)	✓	✓	✓
Members' Code of Conduct	✓	✓	✓

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<p><b>Class 5 – Our policies and procedures</b></p> <p>List of policies:</p>	<p>Paper copy</p>	<p>Website</p>	<p>Email / phone</p>
Complaints procedure	✓	✓	✓
Equality and Diversity policy	✓	✓	✓
Health and Safety policy	✓	✓	✓
Information security policy, Data Protection Policy and procedures for handling requests for information	✓	✓	✓
Recruitment policies (including current vacancies when occurring)	✓	✓	✓
Records management policies (records retention, destruction and archive)	✓	✓	✓
Schedule of charges for the publication of information	✓	✓	✓
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>			
Assets Register	✓	✓	✓
Register of members’ interests (link provided to District Council)	✓	✓	✓
Register of gifts and hospitality	✓		
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>			
<p>The Parish Council currently has no responsibility for any of the following possible undertakings: Allotments, burial grounds and closed churchyards, community centres and village halls, parks, playing fields and recreational facilities, litter bins, clocks, memorials and lighting, bus shelters, markets, public conveniences</p>			
<p>The Parish Council does have responsibility for: Highways seating, grass cutting, litter bag dispensers, notice boards, Christmas tree lighting</p>	✓	✓	✓
Agency agreements : Lengthsman Service via Worcs County Council @ £1,500 + £25 per km of highway	✓		✓
Newsletters	✓	✓	✓

**Contact details:**      **By post to: Clerk to the Council, Grange Cottage, Birmingham Road, Hopwood, Birmingham B48 7AJ**  
**Tel: 07594 024625 / e-mail: [clerk@bournheath-pc.gov.uk](mailto:clerk@bournheath-pc.gov.uk) / website: [www.bournheath-pc.gov.uk](http://www.bournheath-pc.gov.uk)**

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 10p per sheet (b/w) up to 20 copies	Actual cost
	Photocopying @ 20p per sheet (colour) up to 20 copies	Actual cost
	Photocopying @ 10p per sheet (b/w) + £6 for more than 20 copies	Includes travel costs
	Photocopying @ 20p per sheet (colour) + £6 for more than 20 copies	Includes travel costs
	Postage	Actual cost of Royal Mail std 2nd class
Statutory Fee	As applicable	As per relevant legislation
Other		